

UNAPPROVED

BOARD OF FUNERAL DIRECTORS AND EMBALMERS  
MINUTES OF SPECIAL CONFERENCE COMMITTEE MEETING

Tuesday, February 27, 2007

Department of Health Professions  
6603 West Broad Street, 5<sup>th</sup> Floor  
Conference Room #4  
Richmond, Virginia 23230-1712

**CALL TO ORDER:**

A meeting of the Special Conference Committee of the Virginia Board of Funeral Directors and Embalmers was called to order at 9:05 a.m.

**PRESIDING:**

Robert B. Burger, Jr., F.S.L., Chair

**MEMBERS PRESENT:**

Billie Watson-Hughes, F.S.L. Board Member

**STAFF PRESENT:**

Elizabeth Young, Executive Director  
Jeanette Meade, Administrative Assistant  
Cynthia Gaines, Senior Adjudication Analyst  
Mykl Egan, Senior Adjudication Analyst

**QUORUM:**

With two members present, a quorum was established.

**OTHERS PRESENT:**

**L. H. Brooks and Bros.  
Funeral Home  
James Peters, Jr. F.S.L.,Mgr.  
#111645**

The hearing in the matter of L.H. Brooks and Bros. Funeral Home was held to discuss the allegations that you may violated certain laws and regulations governing the practice of funeral service in the Commonwealth of Virginia.

**Closed Meeting:**

The Committee voted 2-0 in favor of the motion to enter a closed meeting at 10:30 a.m., pursuant to §2.2-3711(A)(28) of the Code of Virginia to deliberate in the matter of L.H. Brooks and Bros. Funeral Home.

**Reconvene:**

On a properly seconded motion by Mrs. Watson-Hughes, the Committee voted 2-0 in favor of the motion, to reconvene in open session at 11:00 a.m., pursuant to §2.2-3712(D) of the Code.

The Committee recommended that L.H. Brooks and Bros. Funeral Home case be referred to a Formal Hearing and in lieu of the hearing they offered a Consent Order of Surrender of the facility license with terms and conditions that must be completed in order to practice as a funeral service establishment in the Commonwealth of Virginia.

**As provided by law, this decision shall become a Final Order thirty days after the service of such order unless a written request to the Board for a formal hearing is received from L.H. Brooks and Bros. Funeral Home within such time. If service of the Order is made by mail, three additional days shall be added to that period. Upon such time request for a formal hearing, the decision of this conference shall be vacated.**

**FuneralCE, CEU Provider  
#111720**

The hearing in the matter of Funeral CE, CEU Provider was held to discuss the whether the renewal application of approval of specific courses meet the requirements of the Regulations of the Funeral Directors and Embalmers in the Commonwealth of Virginia.

**Closed Meeting:**

The Committee voted 2-0 in favor of the motion to enter a closed meeting at 11:40 a.m., pursuant to §2.2-3711(A)(28) of the Code of Virginia to deliberate in the matter of Funeral CE, CEU Provider.

**Reconvene**

On a properly seconded motion by Mrs. Watson-Hughes, the Committee voted 2-0 in favor of the motion, to reconvene in open session at 11:56 a.m., pursuant to §2.2-3712(D) of the Code.

The Committee recommended that Funeral CE, CEU Provider case be re-reviewed for the approval of the continue education courses to be offered for the Funeral Directors and Embalmers in the Commonwealth of Virginia.

**As provided by law, this decision shall become a Final Order thirty days after the service of such order unless a written request to the Board for a formal hearing is received from Funeral CE, CEU Provider within such time. If service of the Order is made by**

**mail, three additional days shall be added to that period. Upon such time request for a formal hearing, the decision of this conference shall be vacated.**

**Franklin Funeral Home  
#108754**

The hearing in the matter of Franklin Funeral Home was held to discuss the compliance with a previous Order of the Board and review allegations that you may have violated certain laws and regulations governing the practice of funeral service in the Commonwealth of Virginia.

**Closed Meeting:**

The Committee voted 2-0 in favor of the motion to enter a closed meeting at 12:43 p.m., pursuant to §2.2-3711(A)(28) of the Code of Virginia to deliberate in the matter of Franklin Funeral Home.

**Reconvene:**

On a properly seconded motion by Mrs. Watson-Hughes, the Committee voted 2-0 in favor of the motion, to reconvene in open session at 1:04 p.m., pursuant to §2.2-3712(D) of the Code.

The Committee recommended that Franklin Funeral Home be reprimanded with terms and conditions in order to practice as a funeral service establishment in the Commonwealth of Virginia.

**As provided by law, this decision shall become a Final Order thirty days after the service of such order unless a written request to the Board for a formal hearing is received from Franklin Funeral Home within such time. If service of the Order is made by mail, three additional days shall be added to that period. Upon such time request for a formal hearing, the decision of this conference shall be vacated.**

**ADJOURNMENT**

With all business concluded, the meeting was adjourned at 1:10 p.m.

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Robert B. Burger, Jr., F.S.L, Chair

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Elizabeth Young, Executive Director

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Date

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Date